

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
DISTRICT TECHNOLOGY COMMITTEE**

December 19, 2000

3:00 – 4:30 PM

A218C

MINUTES

PRESENT: J. Friedlander, B. Hamre, B. Fahnestock, S. Ehrlich, L. Fairly, B. Cordero, L. Rose, K. O'Connor, T. Garey, A. Serban, J. Lynn, M. Gallegos, M. Ferrer, K. Richards, L. Vasquez

EXCUSED ABSENCE: Jeannette Webber, Keith McLellan

1.0 Call to Order

1.1 M/S/C [Lynn/Fairly] to approve the minutes of the December 5, 2000 CPC meeting with an amendment that the language in 3.4 be augmented by Jim Lynn and will be approved at the next meeting. The language is as follows:

Jim Lynn seconded Dean Cordero's support for V.P. Ehrlich's proposed Human Resources and Legal Affairs reorganization plan. He also shared his observation that the criteria adduced to justify this plan, i. e., additions of duties; changing work demands occasioned by implementation of Oracle software and increased technological demands; and requirements necessitated by increased support for managers and supervisors all equally characterize the dynamic, changing work demands District-wide. Jim Lynn went on to state that in view of the oft-repeated Administration position against any consideration of a general, comprehensive reclassification study and implementation, that a perception of inequitable favoritism would be widespread among the District's employees when they became aware of this departmental reorganization and upgrading of positions. He noted that in conversations he has had with many employees over the years, there has been instances of ad hoc "upgrading of positions" after personnel have left their positions. District intransigence regarding a general reclassification study has caused staff morale to suffer greatly over this issue. Although Mr. Lynn supports V.P. Ehrlich's reorganization plan, he feels that it shouldn't be undertaken apart from a long-overdue, District-wide, comprehensive reclassification study, with implementation of job upgrades as recommended. To his knowledge, there has been no such study at SBCC in over 20 years. When one considers the increased number of students, programs, legislative mandates, infrastructure build-outs, technological innovations with attendant skills training, and general ratcheting-up of workloads, it is obvious that a need exists for this study. 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.

1.2 Announcements

There were no announcements

2.0 Information Items

- 2.1 The Accrediting Commission for Community and Junior Colleges receipt of the proposal for an experimental self-study for SBCC will be addressed at a later meeting.

Dr. Friedlander stated that due to the fact that Brian Fahnestock had to leave the meeting early, he was requesting that the council take item 4.1 out of order so that Brian could address the Cosmetology remodel.

- 2.2 Roles and Responsibilities of the Office of Institutional Assessment, Research and Planning

- 2.3 Institutional Research Agenda for 1999-2000 and status of projects updated as of November 8, 2000

- 2.4 Institutional Research agenda for 2000-01

Dr. Serban addressed the council on items 2.2, 2.3 and 2.4.

Dr. Serban provided a brief overview of the roles and responsibilities of the office of Institutional Assessment, Research and Planning. She reviewed each of the specific functions for which she is responsible which were noted in attachment 2 of the CPC agenda. Kathy O'Connor acknowledged the excellent job that Andreea is doing. She requested that Andreea consider doing workshops for faculty to explain the data that her office provides in support to departments, particularly as they relate to new and replacement position requests. Dr. Friedlander stated that based on this year's experience, it was decided that in the future departments chairs requesting data in support of new positions would be asked to meet with Dr. Serban to review the data. This would allow Dr. Serban to provide the faculty with the knowledge they need to understand and interpret their data and it would enable departments to identify potential problems with the data before they begin writing their proposals in support of their faculty requests.

Lana Rose stated that she would like Andreea Serban to attend a department chair meeting scheduled during flex week to explain the program review data that each of the department chairs have received. Dr. Friedlander stated that it was an excellent suggestion and would encourage Dr. Serban to attend such a session. Andreea Serban then referenced the research agenda for 1999-2000 and 2000-2001. She noted that items on the research agenda did not fully capture the entirety of what her office does. Members of the council acknowledged that there was much more work that took place beyond the institutional research agenda. Dr. Friedlander stated that in the future the drafts of the institutional research agenda need to be reviewed by the College Planning Council. He further stated that this spring the council will be asked to review a draft of the institutional research agenda for 2001-2002. Members of the council thanked Andreea Serban for the excellent job that she is doing.

3.0 Discussion Items

3.1 District Policies project

In the interest of time, Sue Ehrlich will address this at a future CPC meeting.

4.0 Action Item

4.1 Dr. MacDougall's recommendations for one-time requests for 2000-2001 unallocated PFE funds

Cosmetology: Brian Fahnestock provided the fiscal and programmatic justification in support of the funds being requested to complete the expansion and remodel of the Cosmetology Academy. Mr. Fahnestock distributed a spreadsheet which identified the FTES from the Cosmetology program using the existing space and the additional FTES that would be realized by expanding the size of the facility. Using conservative estimates of increased FTES that would result from the expansion of the facility, the analysis revealed that it would take approximately four years to generate sufficient income to offset the expenses associated with the remodel of this facility. Based on the financial analysis, Vice President Fahnestock concluded that it made sound economic sense to invest the \$600,000 to remodel and expand the cosmetology facility.

Dr. Friedlander noted that in addition to the fiscal benefits to the district for expanding the Cosmetology Program, it would also allow the college to better meet the needs of the students in cosmetology, as well as allow for new areas of specialization such as a retail program at that facility. Lana Rose raised the question about the relationship between remodeling and expanding the cosmetology facility and the achievement of PFE goals for which the college is responsible for achieving. Dr. Friedlander responded by saying that the expansion of the facility would allow us to offer additional certificate programs and accommodate more students who would be able to complete the program. It would also allow us to improve the quality of instruction provided to students in the cosmetology classes in that it would provide better classroom space in which students can learn.

Bill Cordero asked whether the FTES projections for the Cosmetology Program took into account the possibility that the number of graduates from Cosmetology might flood the job market, and as such, have a potentially adverse affect on subsequent enrollments in the program. More specifically, he is concerned that the expansion of the program would result in a saturation of the market for cosmetologists. Dr. Friedlander responded that this is not a new program and the expansion of the space would not result in an increase in students taking cosmetology classes, but rather students taking a more specialized curriculum in areas such as the esthetician program where there is a waiting list of 300 students. Mr. Cordero then asked if there were a time that a demand for the program subsided, would it be possible to reconfigure the space at the Magnolia Shopping Center to offer other types of instructional programs. Brian Fahnestock responded by saying that this space could be reconfigured for other uses by the college, however, any other use would need to be reviewed by the leasing/management company for the Magnolia Shopping Center to ensure that the types of programs offered in the facility would be advantages to the other retailers at the shopping center.

M/S [Rose/O'Connor] to have each request considered separately, as opposed to voting on all the requests as a block. The vote was defeated by 4 opposed/3 for/1 absention

SS250 Assessment Room, Student Services Building: Brian Fahnestock stated that the cost of the project will be \$150,000 over the funded budget to remodel SS250 into a computerized assessment facility and that a large portion of those funds were to pay for an air conditioning system that was not identified as being needed during the initial assessment of the costs to remodel the facility. Kathy O'Connor stated her concern that the total costs of the project should have been identified during the time the faculty and staff were developing the initial PFE request to convert SS250 into a computerized assessment lab. She further stated that it puts the faculty who are supporting this proposal in an awkward position with their colleagues, having to come back and request an additional \$100,000 of the PFE funds for a project they asked to have supported at a much lower amount of money. Brian Fahnestock stated that it was unfortunate that the estimate given to the faculty and staff that developed the proposal were not as accurate as it should have been and he will work with the staff to be much more careful in the future. He further noted that the estimates for the project took place before he was at the college.

Shared off-campus classroom facilities between the college and the County of Santa Barbara: Dr. Friedlander distributed a draft of the Memorandum of Understanding with the County of Santa Barbara to share the use and expenses of the equipment and furniture for the five classrooms that the county is constructing at one of its off-campus sites. The Memorandum of Understanding calls for the college to have access to the four classrooms and a 30-station computer lab after 5:00 p.m. and on weekends, as well as any time during the day in which Employee University classes will not be offered. It also calls for the county and college to share at a 50/50 ratio, the cost of purchasing the furniture, the computers and audio/video equipment to outfit the facility. Dr. Friedlander noted that in addition to the four classrooms and the 30-station computer lab, the facility would include offices, a meeting room and workroom. The estimate to purchase all the equipment the county has identified is \$160,000. The MOU calls for SBCC to share in the total costs of the equipment and furniture up to \$90,000. The request for \$100,000 for PFE funds was made in the event that there was a need to augment the costs of the furniture and equipment which were initially estimated. Laurie Vasquez asked who would be responsible for staffing the computer lab and maintaining the file server. Dr. Friedlander responded by stating that the file server and equipment would be maintained by the county, however, SBCC would be responsible for staffing the labs when it is offering its classes. Kent Richards questioned whether in fact the county would be willing to load software onto the file server associated with the classes and asked that that issue of responsibility be clarified. He further stated that if the college is responsible for maintaining the file server for its classes, that it identify staff resources who will be performing that function. Dr. Friedlander said that he would work with Pablo Buckelew to get a clear determination of what the county would be responsible for and what SBCC would be responsible for in respect to maintaining and supporting the technology in the county facility. Kathy O'Connor noted that the MOU states that the college is responsible for half of the replacement costs of the equipment for these new classrooms. She asked if funds were budgeted to pay for the replacement of the equipment. Dr. Friedlander responded that funds had not been budgeted to replace the equipment on a five-year cycle. Ms. O'Connor then made the following resolution.

Funds need to be identified to replace the technology equipment in this county facility on a four-year time cycle.

M/S/C [O'Connor/Rose] requesting that if the items to be funded with the 2000-2001 unallocated PFE funds are approved, that funds from the technology replacement budget reflect an augmentation of money for replacement of technology at the Employees University (50%) as identified in the Memorandum of Understanding between SBCC and The County of Santa Barbara. [6 yeas/2 abstentions]

Math lab modifications: Dr. Friedlander stated that the estimated cost to modify the math lab and classroom in the IDC was \$15,000. If this request is approved, the work is scheduled to take place during the winter break so that the math faculty can use the modified facilities at the start of the spring 2001 semester. Vice President Fahnestock stated that the wall would be removed during the winter break and the sliding door may or may not be installed during the start of the spring semester.

Continuing Education: Dr. Friedlander noted that the \$80,000 of one-time PFE funds allocated to the Continuing Education division represented their approximate share of the PFE allocation. Members of the council acknowledged the agreement that Continuing Education would receive their percentage of the allocation and no questions were asked about what was being requested by Continuing Education.

Mr. Cordero stated that there was a significant discrepancy between the \$576,789 unallocated PFE funds and the estimated \$750,000 needed to cover the costs of the requests that were submitted to the council by Dr. MacDougall. He asked where the additional money would come from to make up the difference. Mr. Fahnestock responded by stating that the discrepancy would be made up by either projects coming in under budget and/or by other district sources such as the Construction Fund.

Systems Administrator: Dr. Friedlander stated that the rationale for the systems administrator for Campus Pipeline and WebCT had been presented to the Academic Senate and the council and that the initial request of \$80,000 for PFE funds was reduced to \$50,000 with the remaining \$30,000 coming from grants and other sources. Tom Garey stated that this position is paid at a higher rate than a full-time faculty position at a minimum requirement of an associate degree plus three years experience whereas a faculty position requires a master's degree. He stated that the council is being asked to approve a position with very little scrutiny whereas requests for full-time faculty positions are subject to very close analysis. He felt it was important for the council to recognize the discrepancy between the process we use to approve a very high-cost position such as the one being proposed compared to the process other units of the college has to follow in getting approval for new and replacement positions that they propose. Mr. Garey asked for information about the responsibilities assigned to the proposed position. Michael Gallegos read a portion of the job description from the draft announcement that he had developed for the job description of Systems Administrator. He further noted that this position was funded for just one year, not permanent funding, to allow the college to complete its pilot project. Kathy O'Connor asked whether this administrator position would provide direct support to faculty. Mr. Gallegos responded by saying yes, that it would do so, and provide faculty the technical support they need to fully operate and take advantage of WebCT and Campus Pipeline. Ms. O'Connor then asked if this person would be providing 7/24 support for the file server for WebCT and

the file server for Campus Pipeline. Mr. Hamre responded by saying that the college contracted with MCI to provide the 7/24 technical support of the operation of the file servers but the college would be responsible for the installation and maintenance of the software that runs on those servers. Ms. O'Connor requested that if this position is funded the person be assigned to work during the evening hours so that technical support will be available at times when large numbers of students, staff and faculty take advantage of online instructional services. Mr. Gallegos acknowledged the importance of having staff in place during the evening hours, at least until 11:00 p.m., and stated that he would look within his staff to determine how best to provide coverage during those evening and weekend hours. Mr. O'Connor stated that her support for this position is with the understanding that technical support will be provided during the evening hours.

Network Management Software Implementation: Mr. Hamre gave a brief description on the need for network management software. He stated that the software would allow IRD staff to identify where problems in the data communications systems are occurring which would allow them to more rapidly trouble-shoot those problems. The more tangible signs when communication problems are occurring to end users is when they get the "hourglass" or the "world gyration". The proposed software would allow IRD staff to minimize the amount of downtime that takes place in the system.

Admissions Support Staffing: Dr. Friedlander stated that the request for \$80,000 for admission support staffing was to backfill Jane Craven for another year so that she could devote fulltime to the development and implementation of the Oracle Student Information System. Dr. Friedlander stated that funds were placed in the budget to backfill Jane Craven for this year. However, with the delay of the Oracle implementation, a second year of funding is needed to free Jane Craven to continue to work fulltime on the Oracle SIS implementation.

M/S/C [Fairly/Hamre] with 4 yeas and 3 nays to approve Dr. MacDougall's recommendations for one-time 2001 unallocated PFE funds for 2000-2001 in priority order.

Lana Rose stated that the reason she voted no and could not support the motion was because the Academic Senate had expressed concerns about the appropriateness of using PFE funds to pay for construction projects and because there was insufficient documentation to support the requests when they were initially submitted to CPC and the Academic Senate. Furthermore, sufficient justification in support of the requests was not provided in a timely manner. Although she sees value in many of the requests being proposed, she could not vote to support them given the feeling of members of the Academic Senate regarding the use of PFE funds to pay for facilities and other initiatives that were not directly in support of achieving the PFE objections as well as a lack of adequate justification for the remaining requests.

Members of the council asked if the motion included funding the items in the order of sequence, or until the funds were exhausted, or, whether it was to support the entire package leaving it to the administration to identify how all the items would be funded. Dr. Friedlander stated that the intent was to fund all the projects that were proposed.

Dr. Friedlander stated that he had shared with Dr. MacDougall the concerns expressed by the faculty regarding the process for submitting resource requests to CPC and that these concerns would be taken into account in the future.

Dr. Friedlander asked the council if they would take Items 2.2 through 2.4 at the next meeting.

5.0 Other Items

There were no other items.

DTC MEETING

6.0 Policy regarding laptop computers

Bill Hamre distributed a draft of Operational Practice for Faculty and Staff Laptop Computers. Faculty and staff members will have the opportunity to request laptop computers in lieu of standard desktop computers based upon conditions outlined in the handout. A discussion ensued on the viability of using laptops in lieu of desktop computers. Vice President Hamre said he would take the concerns and issues identified by the council into account in his next draft of the policy for purchasing laptop computers.

7.0 Computers purchased through grants, departmental or private funds, or donations.

Kathy O'Connor voiced and addressed a concern over replacement of technology initiatives obtained through this source of funds. She asked that a plan be developed for identifying the sources of funds to replace technology equipment acquired from external sources of funds.

8.0 Adjournment

The meeting was adjourned by chairperson Jack Friedlander at 5:00 p.m.