

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

October 15, 2002
3:00-4:30 PM
Room A218C

MINUTES

PRESENT: J. Friedlander, L. Fairly, B. Fahnestock, K. McLellan, L. Rose, T. Garey,
G. Carroll, A. Serban, L. Auchincloss and J. Jackson

EXCUSED ABSENT: B. Hamre, P. Haslund, S. Ehrlich

GUEST: Leslie Griffith

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

- 1.1 Approval of the minutes of the September 24th CPC/DTC meeting and the October 1st CPC meeting.

M/C [Carroll/Rose] to approve the minutes of the September 24th CPC/DTC meeting with the following corrections:

Item 3.2: Reflect that COLA is in the state budget at 2%, not 4.67%
Item 3.4, 2nd paragraph: Language change to indicate "Lana ~~then~~ also requested...."

The motion was carried. Jan Jackson abstained.

M/S/C [Rose/Carroll] to approved the minutes of the October 1st CPC meeting. Jan Jackson and Tom Garey abstained.

- 1.2 Announcements

Dr. Friedlander welcomed Jan Jackson as the new classified staff representative to CPC. The Academic Senate will select their additional faculty representative to CPC at their October 16th meeting.

2.0 Information Items

- 2.1 Accreditation team exit interview

Andreea Serban indicated that the draft of the report prepared by the accreditation visiting team was sent to the college. The college will need to respond within three days to any factual misinformation in the report. The report will be returned to Rocky Young, who in turn will submit it to the Accreditation Commission. The Accreditation Commission will review the report in January at which time it will become an officially approved document that can be distributed to the public. Dr. Friedlander remarked that what made this accreditation so positive, and unusual, was the sweeping statements of the positive aspects of our programs and shared governance at the college.

2.2 Master Calendar for Planning and Budgeting

Dr. Friedlander indicated that he will review this calendar each month so that items indicated in the calendar are addressed at the appropriate time.

2.3 Upgrading the 75%, 10-month, vacant intermediate clerk typist position in the Health Technologies Office

Erika Endrijonas spoke to the Council in support of her request to upgrade the 75%, 10 month intermediate clerk typist position in the Health Technologies department. The current position needs to be redefined to have the hours expanded so there is adequate coverage to address the needs of the students and staff in the areas of Certified Nursing Assistant, Associate Degree Nursing, Licensed Vocational Nursing and Radiography Technology. Further, Erika indicated that the Certified Nurse's Assistant training program is now available through Dual Enrollment Program as well as an increase in our entry points for Associate Degree Nursing students from three times to six times per year. She also noted that the number of students admitted to the ADN program has increased as a result of the grant from Cottage Health Care Systems to pay for additional full-time faculty members and support staff. The Nursing Workforce Initiative grant, which was recently awarded to Santa Barbara City College and its regional partners, will result in the expansion of the Licensed Vocational Nursing program.

In order to meet the demands of the program expansions it is imperative that we upgrade the position to full-time. More importantly, the demands of the job have outgrown the classification of intermediate clerk typist. There are many Health Technologies department-related duties that could not be assigned to the intermediate clerk typist because the duties were clearly outside of that classification and, more specifically, related to the duties assigned to a secretary-level employee. Erika distributed copies of the present and the proposed job descriptions for comparison purposes. She indicated that a cursory review of both will confirm that the duties of the person in the current position for four growing programs have far surpassed the current job classification. Therefore, the more appropriate classification for this position is Level 24, Secretary.

Erika indicated that the funding for this a full-time position would have to be identified. The additional cost to upgrade this position would be approximately \$7- \$8k. The Council was supportive of this request upon the identification of funds to support this position.

Dr. Friedlander indicated he would inform the Council when funds were identified to upgrade this position.

Tom Garey expressed concern that although he is in support of the position, the condition that gives rise of the need to upgrade and expand the hours of the position is not unique to this situation on the campus. He felt that many of our classified employees are working out of classification now. As a planning Council we need to address this issue in our long-term planning. Dr. Friedlander echoed Tom's sentiment that as a college we need to identify a strategy to address this issue.

Liz Auchincloss interjected that the college has been expecting more from classified staff but without adequate compensation commensurate with the job. It is one of the costs of doing business and she would like to see this be a budget principal. She said the college has a plan for building but none for planning for the asset of staff. If the expectation is that staff will have increasing job responsibilities that could require additional training then we have to be able to pay for that cost of doing business. This issue should be addressed in the college's planning efforts.

2.4 Appointment of Jan Jackson as a classified staff member to CPC.

Addressed in Item 1.2.

3.0 Discussion Items

3.1 Revised Nepotism Policy

The Council was provided with a final draft of the Nepotism Policy which incorporated a change recommended by the Academic Senate to have the definition of domestic partners [Item 1.0 in the procedures document] in the policy rather than the procedures. The Academic Senate will take action on the policy/procedures on October 16th and CPC will take action on November 5th. It will then be presented to the Superintendent/President to submit to the Board of Trustees for approval.

3.2 Implications for the college of the state's 2002-2003 budget

Brian Fahnestock distributed the Fiscal Year 2002-2003 adjusted budget and discussed changes from the previously adopted budget as well as sources of operating revenue and anticipated operating expenses for the unrestricted and

restricted funds. He announced that our year-end closing balance of \$869,000, was higher than anticipated. The college will receive a 2% COLA rather than the previously indicated 1.67% which equates to an additional \$158k. The base revenue was adjusted upward by \$264k for growth from last year. That ongoing amount is included in the \$869k, end-of-year closing balance. We also received an instructional block grant of \$539,000. Of this, \$44k is designated to the purchase of software, books, and technology for the library. The remaining funds will go to the equipment fund to buy instructional-related technical equipment. Brian reported that the state approved a budget that ignored and delayed many of the cuts. He indicated that after the election it is likely that we will experience many of the cuts from the state. Brian led the Council in a discussion of the line-by-line accounting of the figures in the 2002-2003 adjusted budget for the unrestricted general fund.

3.3 Revised draft of the Budget Principles

Dr. Friedlander distributed the latest reiteration of the budget principles which will be on the November 5th CPC/DTC agenda for a formal discussion. Because the edits to the working document had been deleted, Lana asked that the working document with the strikeouts and additions be redistributed. CPC will take action on the District's Budget Principles document at its December 3rd meeting. It will then be forwarded to the Superintendent/President with the recommendation that it be submitted to the Board for their consideration. Any suggested changes in the Budget Principles document should be forwarded to Dr. Friedlander prior to the December 3rd CPC meeting.

3.4 Review of prior year's growth and implications for classified positions and other budget adjustments

Discussed in Item 3.2.

3.5 Enrollment Management Report: Why Growth in FTES is Important

- A. FTES projections for 2002-2003
- B. Academic Calendar options being considered by the Academic Senate

Not discussed at this meeting.

4.0 Action Items

There were no action items.

5.0 Other Items

There were no other items.

6.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting at 4:30 p.m.

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