

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

April 21, 1992

MINUTES

PRESENT: J. Romo, M. Bobgan, L. Fairly, C. Hanson, B.Hull, C. Kuster, H. McCarthy,
D. Oroz
RESOURCE GUESTS: G. Gregg, B. Hamre, D. Sloane
ABSENT: L. Blackburn, K. McLellan
T. Garey, (exc.)

APPROVAL OF MINUTES: April 7

M/S/C Fairly/Oroz

To approve the minutes as submitted.

Ayes: 7

Abst: 1

ACTION ITEMS

Hearing Stage

INTERNATIONAL STUDENT PROPOSAL

L. Fairly introduced K. McLellan, who was present to report on the International Student Fee Proposal developed by the International Student Advisory Committee (P. Buckelew, L. Fairly, K. McLellan, F. Peinado, J. Romo). In his overview, Mr. McLellan noted that the proposal to raise the international student fee to \$115 has already been approved by the Board of Trustees. The IE Committee is now recommending that the maximum enrollment level of International Students be increased from 2% to 3% of total credit enrollment. The projected income from an additional 100 students (260 to 360) could produce \$993,000 in revenue, of which approximately \$142,060 (@ \$115/unit) is designated as discretionary income. Two major concerns were raised during the discussions: indirect costs and the program's impact on resident students. If this program is generating on-going income, will sufficient funds be budgeted for allocation to indirect costs. Members also wanted assurances that the program will not impact or limit equitable access by resident students to the college's academic programs and services.

L. Fairly remarked that classes will be scheduled to avoid impacting programs, e.g., scheduling at non-prime times, directing students to low-enrollment programs, etc.

The Chair reported that the Board and administration are sensitive to the concerns about the impact of foreign student enrollments on the resident student population. He noted that 33-35 new sections will be supported by the international student fees and that these classes will be accessible to all students. In addition, a portion of this income (\$33,700) would be allocated to support the SBCC study abroad program for SBCC students. Mrs. Fairly and Mr. McLellan were requested to explore further the degree to which direct advising could be applied to facilitate equitable access of resident students. CPC will take action on this item on May 5.

RECOMMENDATIONS ON "OTHER" RESOURCE REQUESTS, 1991-1992

The Chair distributed a memorandum to CPC members stating that the Division Chair Council unanimously approved a motion that the cost of utilities for the Children's Center be charged to the General Fund. At the present time these expenditures are charged against a contingency fund in the CC budget (categorical funding). CC staff have expressed their concern that if this continues, the fund will be depleted. Children's Center utilities will be considered in a general overview of increased utilities costs.

1991-93 ON-GOING ALLOCATIONS, RANKED/PRIORITIZED

Dr. Hanson submitted the **1992-1993 ON GOING ALLOCATIONS RANKED/-PRIORITIZED** recommended by the Vice Presidents. (see attachment). The items were presented in two categories: **Priority I, (\$251,000) and Priority II, (\$193,500).**

Dr. Bobgan observed that Continuing Education's request for a permanent full-time instructional lab coordinator for equipment maintenance and general supervision was not included in the items recommended for funding. Strong support for this position was voiced by G. Gregg, who underscored the need to reduce the "crisis management" approach in computer operations at the Wake Center. There was consensus for the need to reevaluate the process used to secure computer support personnel in terms of a college-wide perspective. It was suggested that this position be reduced to half-time, and merged with a credit program coordinator who would have responsibility for both units. As follow-up, members then identified the following computer related items which they recommended submitting to G. Gregg for his review, evaluation, and recommendations:

From Priority I Listing:

Technologies	Micro lab coordinator	38,000
Information Systems	Network Assistant	34,000

From Continuing Ed: Instructional Computer Coord. 34,000

From Division Chair Council:

Drafting	Hourly Instructional Aide	7,000
CIS	Hourly Instructional Aide	6,000
LRC Labs	Instructional Computer Coord.	40,000
Math	Hourly Instructional Aides	24,000

The Chair conveyed the concerns of the deans of academic affairs about the **#1 Priority Item: HVAC Maintenance Worker (\$40,000)**. They questioned the need for a permanent position once problems - instructional or otherwise - are identified and resolved. Dr. Hanson responded that because of the diversity and complexity of air conditioning units on the campus, and the cost of contracting for maintenance and repair, the department's position is that a permanent, well trained technician is necessary and cost effective.

1991-92 ONE-TIME-ALLOCATIONS

A list of **1991-92 ONE-TIME ALLOCATIONS** (see attachment) was distributed by Dr. Hanson (see attachment). The items under consideration are recommended for funding from 1991-1992 unanticipated funds and total approximately \$500,000. The Chair noted that equipment items were removed from the list.

Dr. Hanson noted the items which, if funded from deferred maintenance, could augment the \$500,000 presently proposed for allocation:

(1)	Gymnasium floor resurfacing	28,000
(2)	Schott Center roof work	20,000
(3)	Students Services painting - corridors	8,000
(4)	Drama/Music HVAC design modification	105,000
(5)	Humanities/Campus Center exterior painting	14,500

Allocations will be considered as a decision stage action item at the meeting of May 5.

CAMPUS REMODEL

Dr. Hanson reported that the cost of the Campus Center remodel will be approximately \$1,000,000. The State is funding the instructional portion of the renovation (HRC complex); however, the cost of remodeling the upper Campus Center to accommodate Student Activities is the responsibility of the District.

Dr. Hanson noted that the Board of Trustees is expected to approve on April 23, a \$500,000 transfer from the General Fund Contingency to the Replacement of Equipment Fund.

The next meeting of the College Planning Council is scheduled for Tuesday, May 5, 3:00 pm in A218C.

cc: Dr. MacDougall
Academic Senate
Counseling
Deans/Assistant Deans
Division/Department Chairs
Mr. Gregg
Mr. Hamre
Mr. Pickering
Instructor's Association
Classified Council
CSEA

SANTA BARBARA CITY COLLEGE

MEMORANDUM

To: College Planning Council

From: George Gregg 

Date: May 5, 1992

Subject: **COMPUTER-RELATED STAFFING REQUESTS**

At the CPC meeting on April 21, I was asked to prepare an assessment of the resource requests for new computer support positions that are before the Council. Listed below are these proposed positions, with my comments. I have listed them in their order of priority, from my perspective.

1. Instructional Computer Lab Coordinator for the LRC.

This position would take responsibility for technical and software support for the CAI Lab, the English Writing Lab, the Academic Skills Center, and the faculty support activities that take place in the LRC Faculty Workroom. This collection of computer facilities receives intensive use, but has inadequate technical support. There is a serious need for consolidation and rationalizations of computer support in this area. The networks are inadequate and obsolete. Much attention and major upgrades are needed if the LRC computer facilities are going to keep pace with the demands being placed on them.

The proposal to purchase a modern fileserver and upgrade the CAI Lab to ethernet has been ranked at number 12 on the DCC requests for computer equipment; this resource request is very likely to get funded. Another proposal for investment in a multimedia facility has received start-up funding from the Tuohy Foundation, and additional funding from grants will be sought. Planning is underway to locate this initiative in the LRC. If this position is created, the person filling it would be able to play a central role in the development of this initiative, which will include faculty support.

All proposals for improvement of the services offered to students and faculty in the LRC will be hamstrung by the lack of a technically skilled person to take overall responsibility for network administration, software support, coordination of upgrades, and capacity planning for these computer facilities.

2. Network Assistant

The College has made a major strategic move into networks in the last year. The Student Services Building was fully

networked when it was remodeled, and a powerful fileserver was purchased for the building. More recently, a new fileserver was purchased for the Administration Building. Accounting, Payroll, Administrative Services, and Purchasing are using this new network. Within the next two months, the ground floor wing of the Administration Building with the President's Office, two Vice Presidents, three academic Deans, and the Information Office will be cabled and added to the network.

The next year will see an explosive growth of network utilization on campus. Plans are underway for linking all the networks of the College over fiber optic cable. A network-based electronic mail system is proposed. More and more network versions of software are becoming available, and users want these versions because they allow sharing of information.

At the center of this activity is a single Network Administrator. This position is becoming increasingly important for the College. The Network Administrator has overall College-wide responsibility for all networks and for their integration. He makes College-wide decisions about network options, configurations, and management strategies. He trains the Instructional Computer Lab Coordinators and provides guidance regarding configurations, software, etc. for their individual networks. A Network Assistant is needed, not only to share the growing workload of the Network Administrator, but also to serve as a backup for this vital position.

The following two positions are of more-or-less equal priority, in my estimation.

3=. Instructional Computer Lab Coordinator - Technologies Division

The establishment of this position is prerequisite to the expansion of the CAD Lab. It is not feasible to expand this facility without networking it, and this will require an Instructional Computer Lab Coordinator to take responsibility for the network.

The Dean for the Technologies Division has proposed this position to serve the entire Technologies Division, and DCC has given it a top ranking. The main duties of the position would revolve around the CAD network; the needs of the other departments in the division for this kind of support will come into play in about three years when the departments move into the remodeled Administration Building. It would be important for the network to be purchased soon after the appointment of this position. I understand that VATEA money will be available for expanding the CAD Lab and networking it if this position is created.

I believe that the concept of creating an Instructional Computer Lab Coordinator position to serve broad areas of the

College, such as an entire division, is a good idea. In this case, the appointee would be very busy for a year or so setting up the CAD network, then could turn his or her attention to planning and development of instructional computing facilities for other departments.

3=. Instructional Computer Lab Coordinator - Continuing Education.

The Wake Center operates three classrooms of computers plus a drop-in lab. Early last year a major upgrade was made to equip one of the classrooms with 386 computers capable of being used to teach Windows-based applications. The demand for Windows training from the community is enormous, and the top ranked resource request from Continuing Education is to equip a second classroom at the Wake Center with 386 computers with Windows, and to make a major upgrade to the networking capabilities at the Wake Center. This proposal is very likely to be funded.

The Wake Center has been managing without an Instructional Computer Lab Coordinator by using hourly instructors and by contracting for network configuration and support services from private consulting firms. This is not a satisfactory long-term solution.

If a position of Instructional Computer Lab Coordinator is created for the Wake Center, it would then be possible to network the seven administrative computers in the Wake Center offices. This would make possible some considerable streamlining of the Wake Center administrative activities, as well as enabling savings on software costs. This would also establish the configuration needed for eventually connecting the Wake Center via a high speed digital link to the campus fiber optic network.

If this position is created, the appointee will be busy for a number of months coming to grips with the Wake Center network, then he or she would have some time available to provide support at the Schott Center. Eventually, the Schott Center also needs to be networked and connected via a high speed digital link to the campus fiber optic network.

I was also asked to comment on the proposals before CPC for on-going funding for instructional aides for Computer Information Systems, for Math, and for Drafting. This funding in all three cases is to provide hourly instructional aides to serve as monitors and instructional support in computer labs. In the past, coverage of computer labs during drop-in hours has been accomplished in a variety of ways, including the use of tutors, which drains the tutorial allocation, and the use of hourly LTA's, which is unnecessarily expensive. I believe that the most appropriate way to provide for monitoring of computer labs and the needed instructional support is by the use of instructional aides, as is proposed for these three departments.

SANTA BARBARA CITY COLLEGE
BUSINESS SERVICES

DATE: April 21, 1992
 TO: College Planning Committee
 FROM: Charles L. Hanson, Vice President, Business Services
 SUBJECT: **1991-92 ONE-TIME ALLOCATIONS**

On April 20, the President's Cabinet met and listed the following items for consideration as one-time allocations for 1991-92:

Department	Item	Amount	Cum.
College-wide			
1. Student Services	Early Start Calendar (detailed previously)	\$ 50,000	\$
2. Purchasing	District inventory	45,000	
3. Gymnasium	Floor resurfacing	28,000	
4. All Buildings	Graffiti control equipment	18,500	
5. Grounds	Trash containers (20)	8,000	
6. All Buildings	Cigarette disposals (50)	10,000	
7. All Campus	Bike racks (20)	4,000	
8. Schott Center	Roof work	20,000	
9. Student Services	Painting - corridors	8,000	
10. Career Center	HVAC noise problem	7,500	
11. DSPS	ADA compliance (PPG)	25,000	
12. Drama/Music	HVAC design modification	105,000	
13. Humanities/ Campus Center	Exterior painting	14,500	
14. IDC/LRC	Exterior fence	3,400	
15. La Playa Track	Inside lane gates	10,000	
16. Foundation	Grant/Title III Coordinator	95,000	
		451,900	451,900

Department	Item	Amount	Cum.
Instruction			
1. Art	Exhaust for H-111	1,000	
2. Art	Electrical Service	5,000	
3. Biology	Cadaver Room - LSG	5,000	
4. Sciences	PPG - LSG/Physical Science	25,000	
5. Math	Student Performance (new prg)	80,000	
6. All Classrooms	Classroom improvement	150,000	
		266,000	717,900
Business Services			
1. Student Finance	4th cashier station	10,000	
2. Accounting	Storage Cabinets	10,000	
		20,000	737,900
Continuing Education			
1. IRCA	Supplies, ads, recruitment	12,000	
2. IRCA	LTAs - hourly	23,185	
		35,185	773,085
College-wide			
1. Risk Management	Safety training	18,000	
2. Student Services	Lighting - East Campus	1,000	
3. La Playa	Pit covers	500	
4. Stadium	Bleachers	6,000	
5. All Buildings	Exterior signs	50,000	
6. Info. Resources	Training materials	12,000	
		87,500	860,585
Business Services			
1. Facilities	Workshop - new building	25,000	
			885,585
Instruction			
1. Earth Science	LSG remodel	20,000	
2. Art	Kiln reconstruction	4,000	
		24,000	\$909,585

Request for \$100,000 in Two-year Funding for SBCC Grant Writer and Title III Coordinator Positions

I. Introduction

Santa Barbara City College's fund-raising and development efforts have moved rapidly forward in recent years. The College is in the second year of a \$23 million campaign--the 21st Century Campaign--and has raised \$9.5 million of the goal to date.

By raising funds from external sources, SBCC can further enhance the quality of programs, buildings, and the level of student scholarship support. The principal purpose of the 21st Century Campaign is to develop an endowment for SBCC. An endowment is a large pool of invested funds, the earnings of which are used to provide a reliable source of income each year.

Recent major gifts to the 21st Century Campaign which will accomplish this objective include:

	<u>Principal Use</u>
\$2.0 million from James and Wilmuth Tannahill	Scholarships
\$2.0 million from Paul and Leslie Ridley-Tree	Program Support
\$1.3 million Anonymous	Scholarships
\$400,000 from Shirley Conklin	Endowed Chair in Nursing
\$500,000 from Eli and Leatrice Luria	Unrestricted Endowment
\$288,000 from Helen Pedotti	Unrestricted Endowment

There are, of course, many other major gifts which have been received in recent years. Most of these gifts have been made "in trust", meaning that access to the funds for College use will not occur until the death of the donors, which could be 10, 15, or more years.

II. Title III Grants

One source of major gifts which can be put to immediate use are grants from foundations, corporations, and the Federal Government. In particular, the Federal Government, through the Department of Education and the National Science Foundation, is opening the grant-making process to community colleges. Policy makers in Washington are beginning to recognize that much of their available funding is indeed effectively used at the community college level, and for the first time, community colleges have competed effectively in recent years.

In California, a number of community colleges have received grants of between \$1 million and \$2.5 million (over several years) through a program known as "Title III-Strengthening Institutions." These institutions include:

Pasadena City College
Pierce College
Santa Rosa College
Ventura College
Rio Hondo College
Cerritos College
Glendale College
Rancho Santiago College

To apply, a college must first be determined to be eligible. SBCC applied for and received eligibility in 1991. In January of 1992, SBCC applied for a Title III planning grant of \$25,000. If received, the grant can be used to assist the College in developing long-range plans and the completion of a Title III grant application.

The entire process is extraordinarily detailed. To successfully compete for a Title III grant, SBCC must complete a "Comprehensive Development Plan." This is an exhaustive process, and involves extensive coordination with the vice presidents, deans, faculty, and student services program officers.

Typically, successful applicants have appointed a "Title III" grant coordinator, an individual responsible for ushering the College through the process, meeting deadlines, coordinating with Title III officers, and producing the completed application. Often, colleges have reassigned existing personnel to serve half-time as a grant coordinator. However, this option does not exist here at SBCC.

The Title III grant deadline is January, 1993.

In addition, the Title III process will require clerical support, which perhaps could be provided through an existing administrative office.

Finally, most successful applicants have also utilized a Title III consultant, an individual or firm experienced in interacting with Title III administrators, and who assist the College in developing its Title III "case" to best meet grant criteria. The consultants have a wide range of fees which will be reviewed when and if the college invites them to submit proposals.

III. National Science Foundation Grants

In addition to the Title III grant, the College seeks to apply for a grant from the National Science Foundation to connect College Computer facilities to Internet. Internet is a network of federal "supercomputers."

Internet advantages include:

- Worldwide E-mail
- News and communications networks for faculty, staff, and students on hundreds of subjects.
- Access to electronic journals and newsletter.
- Access to campus information systems and library catalogues at hundreds of academic institutions.
- Access to data banks in the sciences, social sciences, humanities, etc.
- Access to hundreds of public domain software packages.

Although not as extensive as the Title III application, the NSF application will require two to three weeks of writing and budget preparation for the \$150,000 grant.

IV. Other Federal Grant Opportunities

In addition to the above priorities, many additional federal funding opportunities exist for SBCC. These include a Title III Endowment Challenge Grant, TRIO grants, and NSF laboratory equipment grants.

In virtually all programs, successful applications require diligent and systematic work, attention to detail and deadlines, and comprehensive information gathering.

Few, if any, existing members of the administrative staff have the time to devote to this process.

Indeed, because the process is so comprehensive, College administrators have elected not to compete for grants after concluding that there was no feasible way to engage in the process with existing personnel. As a result, SBCC has undoubtedly missed opportunities for major grant funding from federal sources.

To address this issue, the President's office is requesting \$95,000, over two years, to fund one part-time grant-writer position, one part-time Title III coordinator position, and one part-time clerical position to work on these and other development and fund-raising proposals at the College.

The grant-writer position and Title III coordinator would be hired as consultants to the College, and would report to the President through the Associate Vice President for Development. Both would need to establish important working and planning relationships, however, with Vice Presidents Romo and Fairly, and with Deans Sloane, Cordero, Friedlander, Padilla, Travis, and McLellan.

Title III and other federal and private granting agencies present an excellent opportunity for SBCC to leverage existing one-time resources. There is a high probability of a significant financial return to SBCC on its investment in these positions. As such, the use of one-time resources as an investment in SBCC's future financial stability and growth is philosophically sound and should be encouraged.

THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE
21ST CENTURY CAMPAIGN
Gift and Pledge Progress to Date

Planning Phase: January - December 1990

Campaign Officially Adopted by
Foundation Board of Directors: December 1990

Campaign Gifts Counted as of July 1, 1990

Projected Announcement Date: Spring or Fall, 1992

Projected End Date: December 1995 or July 1996

Total Campaign Goal: \$22,666,000

Gifts Raised as of April 30, 1992: \$9,500,000

Percent of Goal: 42.0%

Largest Gifts to Date:

Paul and Leslie Ridley-Tree	\$2.0 million	Unitrust
James and Wilmuth Tannahill	\$1.8 million	Unitrust
Anonymous	\$1.3 million	Annuity Trust
James and Kathleen Scheinfeld	\$800,000	Unitrust
Helen Pedotti	\$700,000	Cash/Unitrust
Eli and Leatrice Luria	\$500,000	Unitrust
Shirley Conklin	\$400,000	Living Trust
Digital Equipment Corp.	\$280,000	Equipment
Wally Drew	\$ 50,000	Annuity Trust
Peter and Carolyn Alevra	\$ 50,000	Cash
Alice Tweed Tuohy Foundation	\$ 45,000	Cash

SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

DATE: May 5, 1992
TO: College Planning Committee
FROM: Charles L. Hanson, Vice President, Business Services
SUBJECT: **CAMPUS CENTER REMODEL**

- Hotel/Restaurant Culinary
- Journalism & classrooms
- Student Activities
- Lounge / restrooms

Summary of Remodel Costs

Estimated construction (ENR 4828)		\$890,000
Project Design		
Architect fees	\$62,000	
Engineering fees	<u>50,000</u>	
		112,000
Inspection/testing		47,000
Plan check		4,000
Contingency/miscellaneous		25,000
Legal, ads, etc.		<u>2,000</u>
Total estimated cost		\$1,080,000
Income		
HRC/Journalism		<u>(472,000)</u>
Shortage		\$ 608,000

CLH:ba