

**Santa Barbara City College
College Planning Council
Tuesday, March 5, 2013
3:00 – 4:30 p.m.
A218C
Minutes**

PRESENT:

L. Gaskin, President
L. Auchincloss, Pres., CSEA
P. Bishop, VP Information Technology
R. Else, Sr. Dir. Inst. Assessment, Research & Planning
P. English, VP Human Resources
J. Friedlander, Executive VP Ed Programs
J. McPheter, Classified Staff Representative
M. Medel, Supervisory Bargaining Unit
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee
D. Nevins, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP Business Services
L. Vasquez, Academic Senate Representative
D. Watkins, Managers Group Representative

GUESTS:

C. Alsheimer, Instructors' Association
B. Bell, English
P. Butler, ESL
A. Cruse, English Skills
Y. Medina Garcia, Parent Child Workshops
A. Harper, CLC Executive Director
M. Lee, EMP Consultant
E. Pirayesh, Channels Reporter
J. Pike, Director, Learning Resource Center
A. Scharper, Dean, Educational Programs
J. Smith, Early Childhood Education
M. Spaventa, Dean, Educational Programs
L. Stark, Pres. Instructors' Association
E. Stoddard, Parent Child Workshops
L. Wintermeyer, Dual Enrollment

1.0 CALL TO ORDER

- 1.1 Dr. Gaskin called the meeting to order. Dan Watkins, Managers Group Representative, was welcomed. Each CPC member and the attending guests introduced themselves to Matthew Lee, Educational Master Plan consultant.
- 1.2 **M/S/C (Monda/Connor) to approve the 2/19/13 CPC Minutes with one correction: Page 2, "It was suggested and accepted that Planning & Resources (P&R) review new and replacement instructional equipment requests, as well as 'other' requests." All were in favor.**

2.0 ANNOUNCEMENTS

- 2.1 Pat English announced that recruitment would begin for a Security Officer position, a vacant budgeted 2012/13 position.
- 2.2 Dr. Gaskin had two announcements. She has requested that Joe Sullivan generate a recommendation for staffing in grounds that will be presented for CPC's consideration. She also stated that Paul Bishop will be requesting that a vacant budgeted half-time position (Information Systems Specialist II) be refilled as a full-time position. The

additional funding for the full-time position will be furnished by his program's part-time hourly and consulting budget resources.

A brief discussion followed about staffing requests protocol.

3.0 INFORMATION ITEMS

3.1 Temporary Contracts Not Renewed – J. Friedlander (Att. 3.1)

Attachment 3.1 provided a description of three counseling positions and an explanation as to why the positions' contracts will not be renewed due to changes in funding requirements and/or the uncertainty of funding resources.

3.2 Continuing Education Organizational Chart 2013-14 – J. Friedlander (Att. 3.2)

A brief history was provided of the Continuing Education (CE) Organizational Chart 2013-14 followed by an overview of the current Chart (Att. 3.2). Changes to the chart included the addition of a Senior Office Assistant position (budgeted in the 2012-13 budget) and the replacement of the Associate Director of Marketing with an Associate Director of CLL position. It was noted that a Student Services/STEP counselor position was listed as TBD due to unconfirmed funding. Andy Harper, Executive Director of CLL, gave further explanation of specific positions within the CE Organizational Chart. It was noted that the reorganization of CE will save the college over \$1,000,000. An analysis of CE's business processes will take place during the spring/summer terms with the goal being to create more efficient business practices and integrate CE programs with the rest of the college's business structure.

4.0 DISCUSSION ITEMS

4.1 Parent Child Workshops (PCWs) and Governor's 13/14 Budget Proposal – L. Gaskin (Att. 4.1)

Clarification was provided of the second bulleted item on Att. 4.1, an excerpt from the Governor's Budget Summary 2013-14. Specifically, regarding the allocation of a block grant to fund adult education programs, state funding will be allocated for core instructional areas (vocational education, English as a Second Language, elementary and secondary education, citizenship) and will refocus apportionments away from non-mission areas. Under these requirements, colleges can offer courses in the following way: for credit charging \$46 per unit; as community service (CLL) and fully self-supporting; and as non-credit. As proposed, the Governor's budget defunds four areas of non-credit. Non-credit will be divided between core and non-mission courses; core will remain subsidized and non-mission will be offered for the full cost of instruction which is projected to be at the non-resident rate of approximately \$211 per unit. The college's response to this message from the state, at this time, is to wait and see what transpires at the legislative level; more will be known with the revision of the state budget due in May 2013. The status of PCWs will be revisited at that time.

4.2 Ranking of Program Review Requests – K. Monda

Many of the program requests coming to Program Review center on the need to replace broken furniture. It's estimated that replacement costs will be \$86,000 to replace broken office desk and classroom chairs on campus. It was agreed that Program Review will submit a list of classroom chairs in need of replacement to Joe Sullivan, who will work with Dr. Friedlander who explained that a fund currently exists (Classroom

Improvement Fund) that pays for, among other items, the replacement of worn and broken classroom furniture. It was recommended that a system of regular replacement of classroom/office furniture be implemented, much like the system used by Information Technology to replace computers. Dr. Gaskin requested that Dr. Friedlander and Joe Sullivan establish such a process.

CPC was asked whether replacement requests not listed as tier one priority should be funded before the college funds any new requests. Discussion focused on the ranking of items, both new and replacement, who has responsibility for ranking items, and if there needs to be differentiation between new and replacement item requests. It was recommended and agreed upon that if a department ranks an item as a priority and essential to the running of their program, regardless of whether the item is new or replacement, the item's procurement should take precedence.

- 4.3 Educational Master Plan Consultant Matthew C. Lee – R. Else
Matthew Lee, the consultant hired to assist with the development of the college's Educational Master Plan (EMP), was introduced. Dr. Lee provided an overview of his academic and work background. He will be assisting the college in developing a systematic, integrated planning infrastructure, the central component being an EMP. He explained that his work will be tailored to the college and that his process begins with Phase I, the gathering of information about the institution wherein he will meet with a number of representative groups and college divisions including, but not limited to, the Integrated Planning Workgroup, CPC, Executive Committee, CCG, Students Senate and Academic Senate. He asserted that the EMP will function as the college's strategic plan, guiding planning and decision making at all levels. It will link program review up through strategic directions, the heart of the EMP. Annual or biannual goals will be included with the strategic directions which will inform Program Review and possibly the Board of Trustees' goals. The projected completion date for the EMP and its approval is December 2013. Dr. Lee distributed a document entitled "Planning in the Community Colleges – Essential Characteristics of Excellent Planning Processes" and gave a brief explanation of each item on it. He addressed comments and questions throughout the presentation.

5.0 ACTION ITEMS

- 5.1 Temporary Contracts – J. Friedlander (Att. 5.1)
The need for four temporary contracts due to enrollment growth in the areas of English, English Skills, math and counseling services was discussed at the Feb. 19 CPC meeting. Questions and discussion followed the motion.
M/S/C (Nevins/O'Connor) to approve four Temporary Contracts. All approved.
- 5.2 Revised SBCC Mission Statement: Second Reading – All (Att. 5.2A & B)
Following the motion a brief discussion ensued about the revisions and the statement was read aloud.
M/S/C (Nevins/Bishop) to approve the SBCC Mission Statement. All approved.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, April 2, 2013 in Room 218C, 3:00-4:30 p.m. The March 19, 2013 meeting has been canceled.

Proposed Reorganization of Academic Technology Support

The departure of a Computer Lab Coordinator position prompted the Academic Technology Support service staff to evaluate how it can meet the changes that have and are expected to take place in providing technical support to its constituents in the most effective and efficient manner possible. Based on an extensive analysis, the Director of Educational Applications is recommending that rather than replace the vacated position, the funds that were used for this position be used more effectively to support the following changes in staff classifications and assignments:

1. Centralize the supervision of all district Instructional Computer Lab Coordinators (ICLC) positions, including senior positions, under the Director of Educational Applications within the Academic Technology Support Department (ATS).
2. Reclassify all ICLC staff under a the newly proposed “Academic Technology Support Specialist” job description.
3. Reclassify all Online Student Support Specialist staff members to the newly proposed “Distance Education and Learning Management System Specialist” description.

The job descriptions noted above are currently being reviewed by HR and the Ewing position classification criteria will be applied. The proposed reorganization is estimated to result in a modest cost savings. The final review of the proposed job classifications and cost estimates are pending review by Human Resources. EC has reviewed this proposed disorganization and has given it conceptual approval pending final review by HR. Additional documentation for this proposed reorganization can be accessed at <http://tinyurl.com/cv54nwc>.

PROPOSAL FOR A NON-SMOKING CAMPUS

For the last nine years the campus has been a non-smoking campus with designated smoking areas. At this time the proposal is to make the "non-smoking" with no designated smoking areas. The only place on campus that someone could smoke is in their car in the parking lot. This has been implemented on several campuses and has been effective in preventing the problem of second hand smoke and eliminating the litter and blight of discarded cigarette butts.

There are several reasons for prohibiting smoking on campus. The most obvious is cited in our policy: "to maintain a workplace that is conducive to the health and safety of our students and employees". The health hazard presented by smoking and second hand smoke has provided the rationalization for restrictions on smoking throughout the state and country. The issue for people with asthma or other respiratory diseases is well documented. The College is receiving complaints from the faculty, staff and students on the second hand effects of the smoking areas. The complaints are from having to walk past the smoking areas or the smoke becoming so dense as to drift into offices and classrooms even some distance away, and the blight of the smoking areas themselves.

"I have asthma. It's not a bad case, but I do use an inhaler everyday (Flovent). Today, however, I had my window open during office hours, and during the middle of a student conference I had to stop and take out my Albuterol emergency inhaler because of the smoke coming in my window. Can we do something about this? Is this is an OSHA issue?"

The smoking areas are always littered with discarded cigarette butts and trash, and are not pleasant to look at. The cigarette butts are a health hazard and pollute our oceans.

"I just walked past the smoking area that is perched right in front of the iconic fountain and view of the ocean on west campus. It was littered with dozens of cigarette butts. There are storm drains very near the site. Once it rains these butts will be transported quickly to the beach... I take my 4 year-old to that beach and am disgusted when she picks up an old butt and asks "what's this?" Pretty sad if I have to answer, "oh that's from daddy's work." Yes, melodramatic, but I suspect at some point the subject line of this email could be a headline for a newspaper article and that wouldn't look very good for us. This has been an ongoing problem. I suggest we put the smoking areas on probation. If the smokers cannot keep the area clean, then we should remove the smoking areas and ban smoking on campus entirely. This shouldn't be a responsibility of our over worked custodial staff or security... If there was a similar level of pollution created by any other sector of campus we would put a stop to it in short order, so I am asking we do the same here."

To address the needs of the smokers the change to the policy would not be implemented until the start of the fall semester in 2013. This would allow our faculty and staff who smoke time to resolve how they would address the change in policy. There are resources available if they choose to stop smoking.

Following are some Frequently Asked Questions and responses from the Center for Tabaco Policy on the implementation of the Smoke Free Entryway policy.

http://www.center4tobaccopolicy.org/files/files/5319_SmokefreeEntrywayKit-8-04-Update.pdf

What is the concern about secondhand smoke?

In 1993, the Environmental Protection Agency classified secondhand smoke as a Class A carcinogen, putting it in the same category as asbestos and radon. Class A carcinogens are known to cause cancer in humans. Secondhand smoke contains more than 4,000 chemicals, including nicotine, arsenic, benzene, formaldehyde, and carbon monoxide. Many of these chemicals are poisonous and deadly. Secondhand smoke kills nearly 3,000 nonsmokers each year from lung cancer in the United States and another 35,000 to 62,000 from coronary heart disease. Exposure to secondhand smoke can have immediate health consequences, including eye, nose and throat irritation, as well as asthma attacks and breathing problems in people with chronic lung disease. Secondhand smoke is especially harmful to children and

has been linked to sudden infant death syndrome, low birth rates, acute lower respiratory infections, middle ear infections, asthma and other respiratory ailments.

Isn't it safe to smoke outside?

We used to think it was safe to smoke outdoors and encouraged smokers to step outside. While smoke does dissipate more quickly outdoors, studies conducted by former Environmental Protection Agency researcher James Repace and others show the deadly particles linger in the air long enough to be breathed into the lungs. The fact is secondhand smoke is not safe, not even outdoors.

Are smoke-free laws fair to smokers?

Smoke-free laws are fair to smokers. Both federal and state courts have determined there is no legal right to smoke. These policies do not keep smokers from smoking, they just restrict where smoking can occur just as other laws restrict where activities can occur in public. We aren't allowed to drink alcohol in entryways either. We live in a society where millions of people have to coexist together, so we must set policies that protect the rights of all people. The public has a right not to be subjected to a deadly substance. Are there any other benefits? Another benefit of smoke-free policies is they help to reduce tobacco use, the number one preventable cause of death and disease in this country. Smokefree policies encourage smokers to quit and make it easier for those trying to quit to succeed. They also help to reduce tobacco use by de-glamorizing smoking and making it less attractive to young people.

Following is the current policy with the proposed changes.

SMOKE-FREE WORKPLACE POLICY

It is the intent of the college's governing Board of Trustees to maintain a workplace that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the Santa Barbara Community College District to maintain a smoke-free campus ~~except for officially posted designated smoking areas.~~ In addition, the use of smokeless tobacco is prohibited in any campus facility.

This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events.

This policy shall apply to all SBCC facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.

~~Temporary designated smoking areas may be set up for special events near the Garvin Theatre and Campus Center, as determined by the event coordinator and approved by the Director of Facilities.~~

Tobacco products shall not be commercially sold or distributed in any manner on campus. This includes free samples distributed by vendors. Advertising and sponsorship of campus events by tobacco companies is also prohibited.

The campus shall make available to students, faculty, staff and administrators information about smoking-cessation programs.

~~Smokers are requested to ensure that their smoke does not enter buildings. In any dispute arising under this policy, the rights of the non-smoker shall have preference. The district's Grievance Policy may be used in cases of unresolved disputes regarding this policy.~~

~~Signs which designate smoking or non-smoking areas the campus as smoke free shall be posted when and where deemed appropriate by the Director of Facilities.~~

This policy is compliant with State law AB-846, Chapter 342, Sections 19994.30 and 19994.33, of the Government Code Relating to Tobacco.

| Approved by the Board of Trustees ~~May 27, 2004~~ April 2013

**Center for Life-Long Learning
Financial Projections
2-Apr-13**

	<u>optimistic scenario</u>		<u>more conservative scenarios</u>					
	<u>FY 2013-14</u>		<u>FY 2013-14</u>		<u>FY 2014-15</u>		<u>FY 2015-16</u>	
student contact hours assumed	433,856		347,084		390,500		435,000	
REVENUES								
Tuition Fees per Rev/Salary Calculator	\$	2,169,278	\$	1,735,422	\$	1,952,500	\$	2,175,000
Total Revenues		<u>2,169,278</u>		<u>1,735,422</u>		<u>1,952,500</u>		<u>2,175,000</u>
EXPENDITURES								
<i>VARIABLE EXPENSES</i>								
Academic Salaries	1,082,676	52%	866,140	50%	974,483	51%	1,085,532	51%
<i>FIXED EXPENSES</i>								
Classified & Nonacademic Salaries	450,557	48%	450,557	50%	464,074	49%	473,085	49%
Employee Benefits	\$ 550,717	100,160	100,160		103,164.29		105,167.48	
Other Operating Expenses & Services	326,000		326,000		335,780		342,300	
Capital Outlay	104,943				37,500		84,458	
Overhead							33,783	
Total Expenditures		<u>2,064,335</u>		<u>1,742,857</u>		<u>1,915,001</u>		<u>2,124,326</u>
Reserves	\$	<u>104,942</u>	\$	<u>(7,435)</u>	\$	<u>37,499</u>	\$	<u>50,674</u>

Assumptions:

- Average hourly tuition of \$5 per student contact hour
- Instructor salary calculated at 45% of tuition fee revenues
- Optimistic scenario assumes same student contact hours as actuals in FY2012-2013
- Contact hours in conservative scenarios: FY 2013-14 80%, FY 2014-2012 90%, FY 2015-2016 100% (rounded up)
- Classified & Nonacademic wages, P/R taxes & benefits increase by 3% in FY2014-15 and by an additional 2% in FY2015-16
- Other operating expenses & services also increase by 3% in FY2014-15 and by an additional 2% in FY2015-16

Instructor Salary/Hourly Rate Calculator

Hourly Rate	Projected Hours per Class	Projected Tuition	Projected Enrollment	Projected Total Revenue	Instructor Percentage	Instructor Salary (\$75/hr cap)	Instructor's Hourly Rate (\$75 max)
\$ 5.00	16	\$ 80.00	23	\$ 1,840.00	45%	\$ 828.00	\$ 51.75

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The campus shall make available to students, faculty, staff and administrators information about smoking-cessation programs.

In any dispute arising under this policy, the rights of the non-smoker shall have preference. The district's Grievance Policy may be used in cases of unresolved disputes regarding this policy.

Signs which designate the campus as smoke free shall be posted when and where deemed appropriate by the Director of Facilities.

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Approved by the Board of Trustees April 2013

Santa Barbara Police Department (SBPD) Police Officer Assigned to SBCC

We are recommending placing a full time Police Officer on Campus to provide support for the campus community. The officer would be responsible for responding to most of the critical incidents that occur on campus daily. Having the officer on campus would ensure the response was much quicker as the call would go directly to them on campus as opposed to the standard 911 dispatcher process.

These incidents may consist of:

- a. individuals with weapons
- b. individuals under the influence
- c. individuals who have committed a crime
- d. individuals who have violated school policy
- e. medical emergencies

In addition the officer will take an active role in emergency preparedness and response. This has gained importance with the occurrence of violent incidents reported on college campuses across the nation. In addition, in the event of a major disaster they will play a critical role in responding to campus needs and provide a critical interface with City Police and Fire departments.

The Santa Barbara Police Department has been very enthusiastic responding to this request. The SBPD believes this will increase police knowledge and awareness of the Campus aiding in a quicker and better response for critical incidents or emergencies. In addition, it is believed that an armed police presence on campus is a deterrent to all crimes, but in particular violent crimes.

The Police Department has been very flexible in the approach to staffing this position, with the focus on providing an officer that will meet our unique campus community. They understand how different our campus environment is and would ensure the officer would fit our campus culture. They have proposed making this a special position with a three (3) year commitment of the same officer to provide continuity and stability for the Campus.

The approximate cost of providing coverage is \$250,000 per year. This cost includes one full-time Police Officer and additional support as required. The additional support is for additional coverage of 25% of an office's time and for coverage of time off taken by the officer(s). The need on campus will fluctuate with the campus calendar and the contract cost will be finalized as the position responsibilities become more defined.

Having a Police Officer on Campus will provide valuable service to the college community meeting the growing requirements of emergency response and providing a safer, more secure environment for all. Our commitment is to provide the best educational experience possible, providing an environment where our students, faculty and staff receive the best response possible in an emergency and feel safe is a critical component of that experience.

Department/Unit:

Facilities & Operations

Person Submitting Request:

Julie Hendricks, Director – Facilities & Campus Development

Position:

Grounds Maintenance Worker(s): This request is to hire two fulltime grounds maintenance worker positions. Partial funding for these positions would come from eliminating the rest of the part time support budget.

Rationale for Request:

Throughout the college's planning and guidance documents reference is consistently made to the college's commitment to provide a clean, comfortable, safe and high quality environment for it's students and employees, "an environment that is psychologically and physically supportive of teaching and student learning". The Vision & Mission Statement, the Core Principals, the Institutional Self Study and the College Plan comprehensively support the development, enhancement and upkeep of college facilities and grounds in order to assure recruitment of high quality students and employees, and to provide an environment that is both psychologically and physically supportive. The Facilities & Operations (F&O) department strives to meet these goals and expectations but is currently understaffed in the maintenance, grounds and custodial departments, resulting in an overall lack of ability to thoroughly and effectively maintain the college's facilities and grounds. Since 1994 four Grounds Maintenance Worker positions have been removed from the F&O budget resulting in the existing staff having to maintain larger and larger sections of campus.

Not funding these critical positions has resulted in the following:

- Overall shabby appearance of college grounds due to inability to keep the campus weed-free and to collect trash. Planting zones along the outer perimeter of campus and throughout the parking lots are low priority deteriorating the college's appearance to the City and surrounding community
- Reduced morale among Grounds staff as a result of the item above
- Inability to properly maintain ball fields and provide athletic teams with well-prepared college level playing fields
- Inability to quickly clean off or cover up graffiti
- Inability to clean up designated smoking areas allowing cigarette butts to enter the storm drain system and eventually the ocean
- Notable increase in response time to special work requests, including safety related work and assistance to Security department when needed
- Concern by Supervisor that work is being performed in a rushed manner and safety procedures are not properly followed while driving or operating equipment
- Reduced tree trimming causing concern for branches falling during wind storms
- Create an environment for the students, faculty and staff that does not meet the college's high standards for a quality learning and working environment