

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

February 20, 2001

3:00 – 4:30 PM

A218C

MINUTES

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

ABSENT: M. Ferrer

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order at 3:00 p.m.

1.2 The minutes of the January 30, 2000 CPC meeting were approved [Rose/O'Connor] with one abstention [Garey].

1.3 Announcements

Dr. MacDougall announced that CPC was invited to a legislative breakfast with Hanna Beth Jackson and Jack O'Connell on April 27th at the gourmet dining room. Laurie Vasquez asked whether members of DTC could attend the legislative breakfast. Dr. MacDougall stated that he would consider inviting Laurie Vasquez to the breakfast.

Dr. MacDougall distributed a letter from the Chancellor's Office requesting district involvement in developing the system's 2002-2003 budget. He requested that any budget items be brought to CPC by the March 6th meeting.

2.0 Information Items

2.1 Update on campus construction projects (*taken out of order after 3.1*)

Dr. MacDougall joined the meeting to advise the council and to give an update on the following pending projects:

1. *Studio Theater*

The college received a substantial gift from Erma and Morris Jurkowitz' to remodel the studio theater and to update the entrance into the theater. The gift would be used to make the studio into a better teaching and performance space as well as improve the comfort of the seating for patrons. Dr. MacDougall stated that the entire cost of the project is estimated to be \$125,000 more than the money donated by the Jurkowitz'. Dr. MacDougall stated that the need to raise an additional \$125,000 was just brought to his attention and as a result it did not allow time to submit a resource request for PFE funding in advance of the CPC deadline. He further noted that having the funding in hand would enable the district to complete the project over the summer so that it would be ready for the new academic year. If this window of opportunity was missed, the project may be delayed for another year. Furthermore, there was no guarantee that the district would be able to raise an additional \$125,000 which would put the project in jeopardy or cause a lengthy delay. Dr. MacDougall asked the members of the council to allow this proposal to be considered along with other one-time resource requests for PFE funds.

Dr. Friedlander noted that since the council would not complete its rankings of resource requests until the end of May, it may not allow ample time for the project to be completed during the summer. Dr. MacDougall responded by saying that if there was a sense that the proposal might be funded, he can proceed with his plans for doing the remodel in summer before knowing for certain if money was approved. Dr. Friedlander noted that the council would discuss his request at today's meeting. Dr. MacDougall said that he has a meeting with the donors to explain the shortage of funds and to see if there were other steps that could be taken to raise additional money to fully fund the project.

2. *Potential site for student gathering area near the Campus Center*

Dr. MacDougall stated that the college received a generous gift of \$300,000 from the estate of Louise Lowry Davis to create a space for students to congregate and meet on campus. Dr. MacDougall felt that the most appropriate location on campus for such a space to be constructed would be the grassy area across from the Campus Center near the PS building. He thought that was the least attractive outdoor site on campus yet one that was in a very high student traffic area. Since the gift was made to the Foundation, the project does not have to go out to bid. This will allow the Foundation to select both the architect and the construction company for this project. The advantage of having the architect and the construction company working together is that they would manage the project within the budget so that we would not have cost overruns.

Dr. MacDougall said he would share the proposed plans with the college community in the near future. Dr. MacDougall noted that the college's master plan for the campus called for building an attractive gathering area at the location at which money from Mrs. Davis' estate will be used.

3. *Remodel of PE building and addition of four classrooms:*

Dr. MacDougall noted that the working drawings for the remodel the PE building and for 4 additional classrooms was initially on the list of projects to be funded by the Chancellor's Office. However, based on the governor's proposed budget for capital projects, this project fell below the line of those being recommended for funding for 2001-2002. Dr. MacDougall has been working closely with staff at the Chancellor's Office and believe there is still an excellent chance of obtaining funding from the state to pay for the working drawings for this remodel project. Dr. MacDougall said he would continue to work with Senator O'Connell and Assemblywoman Jackson to ensure that this project be funded.

2.2 Outcomes of the Santa Barbara County Committee on School District Organization on redistricting

Dr. MacDougall stated that Mike Warnken, candidate for a Board position this past November, was able to gain signatures from over 10% of the voters in the district service area. This allowed the Santa Barbara County Committee of School District Organization to examine an alternative method for electing members to the district's Board of Trustees. The proposal called for having each of the seven members elected from specific geographical areas as opposed to being elected at-large. The Santa Barbara Committee on District Organization did not endorse the petition. However, to change the way in which the district elects its Board members, the committee did request that the district submit a proposal on how to change the method in which Board members are elected that would more accurately reflect the population distribution within the district service area. They've asked the district to submit a proposal for achieving that objective at the April 18th meeting of this organization. Dr. MacDougall stated that the Board will be looking at the 2000 census data for our district and will use that data as a basis for making recommendations for changes in the way in which members of the district Board are elected.

2.3 Revised guidelines and update on responding to the loss of electricity

Dr. MacDougall commented on the guidelines and the update on responding to the loss of electricity. He stated that his plan was to distribute this letter to all faculty and staff within the next few days. Lana Rose asked Brian Fahnestock if he had identified whether or not the district was allowed to continue to conduct classes and work in buildings when there was no power. Mr. Fahnestock said that if there is no backup lighting system, people could not remain in the building. If asked if there were any buildings that do not have the appropriate backup lighting system, Mr. Fahnestock said yes, there was one building, the Humanities building.

Dr. Friedlander recommended that the guidelines that will be sent out to faculty and staff be modified to state that students, faculty and staff in the Humanities

building should vacate it in the event there was a loss of power and that they should remain outside until a college authority provides information as to whether they should leave campus or relocate to another building.

2.4 Energy-related initiatives underway to save energy

Dr. MacDougall referred to the handout on energy-related initiatives underway to save energy. Dr. MacDougall stated that the estimate of the increased cost of energy to the district of an additional \$600,000 seemed reasonably accurate. The District will be taking steps to do everything it can to reduce its use of energy. More specifically, the district will be hiring a consulting firm to identify steps it can take to reduce energy. In addition, there are steps at the state level to help districts offset the anticipated substantial rate increases for the use of energy.

2.5 Summary of college efforts to reduce traffic in and around campus

Brian Fahnestock was asked to provide an update on the status of the college's efforts to reduce traffic in and around campus. Mr. Fahnestock expressed his frustration in not gaining support or cooperation from the various campus constituency groups on the college regarding any of the options he has presented to help meet the carpool requirement in the transportation demand management (TDM) plan. Brian Fahnestock reviewed the suggestions that were made at the last CPC meeting and said that he was at a loss as to what to do next to move this plan forward. None of the representatives from the campus constituency groups with whom he spoke was willing to make the necessary compromises needed to help achieve the objective of having at least 25% of the college's on-campus parking spots designed as carpool spots.

Lana Rose asked Brian about the status of the recommendation to have the college use the city lots for SBCC parking. Brian said he had not had time to pursue that option. Dr. Friedlander noted that there were many objectives in the college's TDM plan that either have been achieved or are in the process of being achieved. He asked Mr. Fahnestock whether every single item on the TDM plan needed to be achieved and what would be the possibility of stating that we would convert additional parking spots to carpool spots simultaneously at the time when we identify additional parking spots, on or off campus. Mr. Fahnestock said that he was waiting to go before the Coastal Commission to get our revised long-range development plan approved and that he was quite certain that the plan would not be approved unless we met or came close to meeting the carpool objective in the college's TDM plan. The alternative is to build an on-campus parking garage that would cost the campus \$6m dollars. Since the campus does not have these funds at this time to pay for such a project, it would result in a delay in the college's capacity to build a new building or engage in any major building remodels. The district would like to begin the process of gaining funding to build a new technologies building on campus but that would have to be delayed until such time as we satisfied the Coastal Commission that we were on target to meet the

requirements in our TDM plan.

Kathy O'Connor suggested that the district consider converting the upper field outside the campus center into a parking lot. She asked approximately how many parking spots could be accommodated on the upper field. Brian estimated that 125 spots could be accommodated in that area. Kathy stated that if the proposal to put the artificial turf in La Playa Stadium were approved, the Physical Education department would not need the upper field for its classes and team practice activities and that would free the upper field to be used for parking.

Another member of the council suggested that the college look at areas in addition to the waterfront for "park and ride" options. One suggestion was to consider the Earl Warren Showgrounds as one location. Student and staff could park at the Showgrounds and take a shuttle to the campus that would run every 10 minutes. Brian felt that we would have little success with the "park and ride" option in that relatively few people would take advantage of that. Several members of the council disagreed with that assessment and asked that it be explored more fully. Dr. Friedlander stated that Santa Monica College entered into an agreement with the city of Santa Monica to allow its students to park at the abandoned Santa Monica airport parking lot. The city would run, at no cost to the college, a shuttle service to and from the parking lot to the main campus. To the best of his knowledge, this solution has worked very well for the college. Brian Fahnestock said he was aware of the special circumstances that allow that situation to occur and than he did think it would be applicable to our service area. He further indicated that Santa Monica did not have to deal with the Coastal Commission. The council thought that there was no point in continuing this discussion at this time and would await a revised plan to be submitted to the council for further deliberation.

Tom Garey recommended that the district consider putting in video cameras at the kiosk and the parking lots so that when individuals, faculty and staff entered the college, the attendant would be able to locate an available parking spot and direct the person to that location.

Brian summarized the three primary recommendations that came out of this discussion. One, explore a "park and ride" arrangement at Earl Warren Showgrounds; (2) pave the upper field to allow for 100- to 125-station parking lot; and (3) to install a video system to identify vacant parking spots. Mr. Fahnestock said that he would take these plus all of the other suggestions he has received from the council into account in developing a revised proposal as to how the district would meet its TDM plan.

3.0 Discussion items

3.1 Outline for SBCC's self-study

Dr. MacDougall reviewed a draft plan for completing the college's self-study for accreditation. He reviewed the proposed outline for the self-study and the initial assignments for the person responsible for each of the ten standards and the key individuals and governance groups that would serve as the support team in assisting to complete the self-study standard.

Tom Garey raised the question as to what would be required to verify that each of the ten standards have been achieved. More specifically, Mr. Garey said that he was concerned that the amount of work expected of the college to verify each of the ten standards would result in the college doing two self-studies, the traditional self-study and an alternative self-study.

Dr. MacDougall thanked Mr. Garey for transitioning into his next point which was the recommended approach the college would take to addressing the ten standards in an efficient manner. Dr. MacDougall will be asking the accreditation commission for permission to allow each of the standards to be addressed with a page or two of commentary where the district would state that the standards are being met. Accreditation team members would be referred to the supporting documents where the evidence resides. Similarly, the report would comment on those areas in which the district is not fully meeting those standards and the steps it would take to do so. Dr. MacDougall felt confident that we could complete each of the ten standards in much less time than it would take had we followed the traditional self-study format.

Dr. Friedlander stated that Andreea Serban will provide to the chairs for each of the ten accreditation standards a packet of information that contains the support documents that were developed from the last accreditation for those standards as well as the list of the new standards. Dr. Friedlander said it would be helpful if in that packet would be included examples of colleges that have recently completed the self-study following the traditional format so that we can get a sense of what documents they included as supporting evidence of meeting the standards. Dr. MacDougall said that he would try to locate good examples of other self-studies and include them in the packet.

Dr. MacDougall went on to discuss the process and the timeline for developing the vision statement to define SBCC as being a model community college for the 21st Century. Dr. MacDougall stated that he and Andreea Serban will develop a draft of a vision statement and have it ready for the March 6th meeting of the College Planning Council. He asked that the council devote time at each of the March 6th and March 20th meetings to critique the vision statement so that it could be sent through the consultation process in time for it to be completed by the end of May. This document is critical because it provides the foundation for developing the college's plan for 2000-2005. Dr. MacDougall noted that the former process for developing that plan would begin in June and would be completed by March 2002.

With respect to the College Plan for 2002-2005, Dr. MacDougall suggested it would be a good idea to invite representatives from external agencies to meet with the College Planning Council to discuss trends that are taking place at UCSB, the county and other organizations that are involved in activities that may affect Santa Barbara City College in the future. For example, it would be useful to know changes that are taking place in admissions requirements at UCSB, plans for addressing the housing problem at the county and city levels, economic development and efforts to address the transportation-related issues at both the city and county levels that may affect SBCC. Dr. MacDougall said he would work with Dr. Friedlander to help coordinate the sessions with representatives from these external agencies.

Kathy O'Connor, in reviewing the proposed timeline for the development of the colleges 2002-2005 college plan, stated that the plan would be completed in advance of having finished and having evaluated our existing college plan for 1999-2002 and that the overlap between the two plans needed to be noted in the introductory statement to the college's new plan.

Dr. MacDougall responded that it is very typical in planning to be developing future plans at the same time that the current plans are in place. However, he would take Kathy's suggestion into account when the new three-year plan for the college is written.

Dr. Friedlander stated that he would bring a draft of the steps and timelines for completing the college plan for 2002-2005 to the March 6th meeting of the council. He also noted that time has been set aside at the CPC meeting of March 20th, April 3rd and April 17th to work on the new college plan. Dr. Friedlander also stated that he would be requesting that members of CPC participate in a two- or three-day session during the first week of June to work on developing the college plan for 2002-2005. He stated that he would bring proposed dates to the committee at the March 6th meeting and he hoped that the meeting would take place between graduation on June 1st and, June 10th.

Dr. Friedlander reviewed Dr. Serban's report on the college's obtainment of it's goals and objectives in the College Plan. While the P & R committee was very appreciative of the excellent work that was done by Andreea, it felt it had identified a number of research items that should be added to those that were included in Dr. Serban's report. Dr. MacDougall suggested that Kathy O'Connor communicate the recommendations identified by the Planning and Resource Committee to Andreea Serban and she will take them into account in her evaluation studies.

Dr. MacDougall then returned to item 2.1 on the agenda.

4.0 Other Items

There were no other items.

DTC MEETING

Dr. Friedlander called the meeting of the District Technology Committee to order.

5.0 Technology Planning

Bill Hamre stated that he had developed, and the council approved two years ago, a process wherein a project cost worksheet and a project proposal template for all new technology projects would be required. Mr. Hamre expressed some frustration that he and members of the IRD staff were having in that this process has not been followed as planned during the past two years. This is particularly true in the case of grants and external donations that involve the acquisition of technology. The lack of planning has caused problems in terms of the IRD's ability to support the new technology projects and in terms of inadequacies in the initial proposed budget particularly in the areas of software and staffing. As a consequence of inadequate thorough planning done in advance, the district is faced with a situation having to either find additional funds to properly support technology initiatives or allow the initiatives to go forward with inadequate human and technical support. Dr. Friedlander stated that the problem really rests with externally funded projects. More specifically, in Educational Programs all projects are reviewed by the Instructional Technology Committee and that provides IRD with a checkpoint to ensure that the project has been thoroughly evaluated and considered.

With respect to areas outside of Educational Programs, projects that had not been thoroughly reviewed would be identified when it was seeking approval from the District Technology Committee. Therefore, the problem really rests with grants and donations. Dr. Friedlander explained that in many cases from the time we receive word that there are funds available to pay for technology, the deadline is often just six weeks. For example, he recently received a request from the Chancellor's Office for equipment grants with a six-week deadline. The only solution to these kinds of problems is to set up a venture capital fund to allow the district to have funds available to match the external dollars. Mr. Hamre said he had submitted a PFE request to establish such a fund and if approved that would help address some of the concerns identified. Dr. Friedlander said that he would work with Mike Gallegos and the deans to alert IRD of any technology initiatives as soon as they are being discussed so that we would have adequate time necessary to support those projects.

Laurie Vasquez noted that it was very labor intensive to complete the project cost worksheet and the project proposal template and that most faculty did not have the expertise or time to engage in this laborious effort. Mr. Hamre said they didn't need to do that but to let Kent Richards know which projects were being

developed and that Kent would work with the faculty to complete the worksheet and template.

Dr. Friedlander stated that the governor's budget includes ongoing funds for technology and the district is estimating it will receive an augmentation of approximately \$100,000 per year. Of these funds, \$80,000 would be set aside to pay for new technology initiatives and the remaining \$20,000 would be for non-technology initiatives. These funds could be used to purchase up to \$320,000 of new technology or a portion of the funds could be set aside to pay for new initiatives and for a venture capital fund. Mr. Hamre acknowledged the fact that the college has been experiencing problems with GroupWise and with the network. He further noted that he does not have adequate staff to provide 7/24 support for GroupWise and the network. More specifically, there are only 3 people in IRD supporting 20 network servers. In order to address the concerns that campus users have expressed to Mr. Hamre, he has asked Sprint to submit a proposal to support and host a new e-mail system on Sprint's network. This would enable the college to have a better e-mail system than GroupWise and would provide close to 97% reliability and 7/24/365 support. The college has had excellent experience to date with Sprint and its hosting of WebCt. Mr. Hamre expects the proposal from Sprint to arrive early this week he hopes that we will be able to move to a new e-mail system and out-source the hosting as soon as possible.

Mr. Hamre had to leave early for a conference call.

Laurie Vasquez asked if the District Technology Committee would vote on whether or not we would allow faculty to purchase laptop computers. She stated that she needed a decision at today's meeting in advance of the ranking of the technology requests that were going to take place at ITC on Friday. Dr. Friedlander noted that since there was no formal proposed policy available to members of the council, it would not make sense to vote on a policy change in the absence of such information. He advised ITC to rank the laptop computers as there would be time for DTC/CPC to develop its policy on the purchase of laptop computers in advance of the final rankings of CPC of those PFE requests.

Because of the late hour, Dr. Friedlander recommended that the council not address item 5.3, the technology proposals, at this time. There will be a presentation of the rankings by ITC at CPC's March 6th meeting.

6.0 Adjournment

Dr. Friedlander adjourned the meeting.