

**Santa Barbara City College  
College Planning Council  
Tuesday, November 20, 2012  
3:00 p.m. – 4:30 p.m.  
A218C  
Agenda**

**1.0 CALL TO ORDER**

- 1.1 Approval of 10/30/12 and 11/06/12 CPC Minutes (Att. 1.1a, 1.1b)

**2.0 ANNOUNCEMENTS**

**3.0 INFORMATION ITEMS**

- 3.1 Revised Budget Development Timeline. (Att. 3.1)

The Budget Development Timeline for the 2013-14 budget provides the schedule from October, 2012 through September, 2013. The schedule covers the development of program review, budget assumptions, tentative and adopted budgets, critical dates and the consultation process. Based on a recommendation from CPC, the Budget Development Timeline for 2013-14 budget was approved with a notation that more detail will be added in terms of the committee work. CPC also recommended the implementation of Zero Based Budgeting for the development of the discretionary part of the general fund which will be integrated into the 2013 – 14 Budget Development Timeline. The attached is the revised Budget Development Timeline.

- 3.2 Survey: Facility Improvement Needs – J. Sullivan, (Att. 3.2)

The Facility Improvement Needs: The College has begun the process of revising our Long Range Development Plan (LRDP) with the review of the current projects listed under Campus Development and suggestions for projects. This survey has gone out to the campus community for input. The next phase will be to compile the complete list of projects and distribute them, through CPC to all constituencies, for comments and prioritization. Once this is compiled it will go the board through the facilities committee and study session. The LRDP will be the basis for determining which projects will be included in the College's next bond and/or state funding request.

(Att. 3.2) Survey Monkey: <https://www.surveymonkey.com/s/JZ39FD8>

**4.0 DISCUSSION ITEMS**

- 4.1 Replacement of Controller Position – J. Sullivan

Under the direction of the Vice President-Business Services, plan, organize, control and direct the operations and activities of the Accounting Department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; develop and prepare the annual preliminary College budget; coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of

College accounts and budgets; supervise and evaluate the performance of assigned personnel.

## **5.0 ACTION ITEMS**

- 5.1 Proposal: Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding and Emergency Compliance (second reading) – J. Sullivan, (Att. 5.1)

The vacancy of the director of risk management and community services has created the need for reorganizing Business Services. The primary assumption is that the director position will not be replaced and the restructuring will allow for preserving most of the salary for that position as savings to the District. The areas that need additional resources applied to them are risk/liability, contract administration and the expanding role of community services. In addition this position would be responsible for bringing the college into compliance with emergency preparedness regulations, protocols, procedures, and laws; and ensure ongoing readiness by creating a management position with oversight, accountability, and responsibility for all aspects of emergency/disaster preparedness and response. This reorganization will provide for covering these responsibilities with one less management position. The reorganization would be permanent.

- 5.2 Reorganization: Human Resources (second reading) – L. Gaskin, (Att. 5.2)

Based upon input from CPC at its last meeting on November 6, 2012, this reorganization proposal for Human Resources has been modified to remove the emergency preparedness and response position and to include a new HR staff position at the Tech I level. Emergency preparedness and response responsibilities are being addressed within the reorganization of administrative services.

- 5.3 Conversions of Non-credit, Non-enhanced FTES to Fee-Based (Tuition) for 2012-2013 – O. Arellano

At its special meeting on June 20, 2012, the Board of Trustees provided direction to the Continuing Education Division to convert 40% of the non-enhanced FTES to fee-based (tuition) in fall 2012, and 20% in winter 2013. This has been accomplished.

It is the recommendation of the Continuing Education (CE) Council that no additional conversions occur beyond the 60% for the 2012-2013 year in anticipation of full conversion with the launching of the Center for Lifelong Learning in fall 2013. The CE Division is requesting a recommendation from CPC.

## **6.0 ADJOURNMENT**

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, December 4 in Room A218C, 3:00 p.m. - 4:30 p.m.