

**Santa Barbara City College  
College Planning Council  
Tuesday, January 29, 2013  
3:00 – 4:30 p.m.  
A218C  
Minutes**

**PRESENT**

L. Auchincloss, Pres., CSEA;  
P. Bishop, VP Information Technology;  
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;  
P. English, VP HR;  
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. Morris, VP, Academic Senate;  
K. Neufeld, President-elect, Academic Senate;  
D. Nevins, President, Academic Senate;  
K. O'Connor, Academic Senate Representative;  
C. Salazar, Classified Staff Representative;  
G. Sherman, President, Assoc. Student Body;  
J. Sullivan, VP Business Services

**ABSENT:**

L. Gaskin, President

**GUESTS:**

C. Alsheimer, IA/Senate Liaison;  
R. Bublitz, Asso. Professor, Culinary Arts;  
P. Butler, ESL;  
A. Olguin, Psychology & Social Sciences;  
J. Pike, Director, Learning Resource Center;  
L. Stark, Pres. Instructors' Association;  
E. Stoddard, Parenting Education;  
J. Walker, Supervisory Bargaining Unit

**1.0 CALL TO ORDER**

1.1 Dr. Friedlander called the meeting to order. Members and guests introduced themselves.

**1.2 M/S/C (Sullivan/Nevins) to approve the 11/20/12 CPC minutes with the following two corrections:**

**Zero Based Budgets must be submitted to their immediate supervisors for review by 2/11/13, and reviewed and completed by the area VP by 2/25/13.  
A detailed count of votes on motions will be recorded in the minutes thus accounting for those voting for, against and abstaining.**

**All were in favor of approving the minutes with corrections.**

**1.3 M/S/C (Nevins/O'Connor) to approve the 12/4/12 CPC minutes.  
Eleven in favor of approval; two abstentions.**

**2.0 ANNOUNCEMENTS**

2.1 There were no announcements.

### 3.0 INFORMATION ITEMS

#### 3.1 Revised Reorganization Structure for CE – J. Freidlander (Att.3.1)

The history of the CE Reorganization chart was reviewed. Due to the early resignation of Dr. Arellano, VP of Continuing Education, the goal to integrate CE programs into Educational Programs has been accelerated by six months. It was noted that seven of the eight classified CE employees whose positions were eliminated have been transferred to other positions within the college, and it is expected that the eighth employee will be placed in a full-time position at the college by the end of the academic year. Dr. Friedlander will keep CPC informed of significant changes in the Educational Programs organizational chart that is affected by the integration of Continuing Education reorganization.

#### 3.2 Vacant Position: Bookstore – J. Sullivan

After thorough evaluation by Business Services, the decision was made to fill the vacant Textbook Buyer position in the Bookstore. The position is funded by non-general fund auxiliary accounts.

#### 3.3 Refilling of Budgeted Classified Vacancies – P. English (Att.3.3)

The rationale submitted by the area VPs for the refilling of vacant classified positions will be discussed at the Feb. 4, 2013 EC+ meeting. The recommendations of EC+ on the positions to be filled will be presented to CPC at its February 5, 2013 meeting.

#### 3.4 CurricUNET Upgrade – J. Friedlander

CurricUNET is a curriculum management system used by the Chancellor's Office and most California community colleges. SBCC has capitalized on the \$5,000 discount that was offered to colleges for agreeing to purchase the upgraded version by the end of this past December. The on-going annual cost for the license will be included in Dr. Friedlander's 2013-14 Zero Based Budget. The \$15,000 to pay for the new version of CurricUNET and technical assistance needed to be implemented will be deducted from the 2012-13 budget. The new version of CurricUNET is expected to be available in May 2013.

### 4.0 DISCUSSION ITEMS

### 5.0 ACTION ITEMS

#### 5.1 Special Report to Accrediting Commission for Community and Junior Colleges Addressing Warning Status: Second Reading – J. Friedlander (Att. 5.1)

It was noted that the report does not reflect the changes resulting from the CE reorganization to the CE program. Dr. Friedlander will submit those changes to update the report. Errors on pages 26, 35 and 47 will be reviewed and addressed by Robert Else. CPC was assured that the recommendations in response to the Accreditation Report from three years ago have been addressed in the Mid-Term Report that was approved by CPC in October 2012.

**M/S/C (Bishop/Sullivan) to approve the Second Reading. All were in favor.**

## 5.2 New Classified Staff Position: Curriculum Coordinator – J. Friedlander

The various reasons the Curriculum Coordinator position is warranted were discussed. Justifications included the need to centralize the management of curriculum related processes; remain compliant with local, state, and accreditation requirements; and avoid fines for claiming apportionment for that was not compliant with attendance accounting requirements. This full time position is considered the college's highest priority. It will be paid from by the General Fund and will initially report to the Executive Vice President or another administrator he designates. The responsibilities for this position are listed in Att. 5.2.

**M/S/C (Bishop/Nevin) to approve the Curriculum Coordinator Position. Eleven approved; one opposed; one abstention.**

## 5.3 CPC Membership: First Reading – J. Friedlander

In response to the accreditation Special Report's finding of the limited formal involvement of the managers' group in participatory governance structure, Dr. Gaskin has requested that the vacant CPC seat that was designated for the VP of Continuing Education be filled with a representative from the managers' group. The managers' group includes the all the non-Teamster managers. It was agreed that a detailed list of employees with titles included in the managers' group will be provided to CPC in advance of its next meeting. Support for the inclusion of a representative from the managers' group and from the Teamster's group on CPC was voiced.

## 6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, February 5, 2013 in Room 1218C, 3:00-4:30 p.m.