

**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.